

SOUTHEND-ON-SEA CITY COUNCIL - FORWARD PLAN OF KEY DECISIONS

Explanatory Note

1. The Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 ('the 2012 Regulations) require the Council to give 28 days' notice before a Key Decision is taken. The Forward Plan lists all the decisions which it is proposed will be taken by Cabinet and the Cabinet Committee and is produced on a monthly basis, covering a period of 4 months, so going beyond the statutory requirements.
2. Key Decisions are executive decisions which are likely to result in expenditure or savings of £250,000 or more, or will have significant effect on communities living or working in two or more electoral wards.
3. The Forward Plan shows:
 - Likely date of decision
 - Subject matter
 - Who will make the decision
 - Whether decision is to be taken in private and reasons (see 4 below)
 - Consultation arrangements
 - Wards affected
 - Relevant Officer responsible

4. Notice of items to be considered in Private at meetings of the Cabinet/Cabinet Committee

The 2012 Regulations also require 28 days' notice to be given where the public are likely to be excluded from any meeting (or part of the meeting) of the Cabinet or Cabinet Committee when a decision is taken.

Matters to be considered in private are clearly marked on the Forward Plan, together with the reason for this, by reference to the relevant paragraphs(s) in Part 1 of Schedule 12A of the Local Government Act 1972 which are set out in Paragraph 10.4 of Part 4(b) of the Council's Constitution. Representations as to why any of these matters should be open to the public should be made to Democratic Services, 2nd Floor, Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ER or by email to committeesection@southend.gov.uk . The response to any such representations will be made by the Chief Executive and published with the Cabinet/Cabinet Committee agenda.

5. Availability of Forward Plan and documents referred to in the Plan

(a) The Forward Plan is available for public inspection at the Civic Centre, Victoria Avenue, Southend-on-Sea. In addition, it is on the Council's website.

(b) The Officer report to Cabinet/Cabinet Committee on the relevant matter will be available for public inspection (unless it contains confidential/ exempt information) at least 5 clear working days in advance of the meeting from the location referred to in (a) above. In addition, the report will be available on the Council's Web Site.

6. At the end of the Forward Plan are details of proposed decisions relating to the Budget and Policy Framework which are to be taken by Full Council in the following 4 month

Forward Plan for the 4 Month Period Effective from 1 October 2024 (ie 1 October 2024 - 31 January 2025)

18 Nov 2024	Notice of Motion - A Tree for Every Child	Cabinet				Alan Richards, Executive Director (Environment & Place)
18 Nov 2024	Notice of Motion - Kursaal Building	Cabinet				Joe Chesterton, Executive Director (Finance & Resources)
18 Nov 2024	Notice of Motion - Seafront Parking Displacement	Cabinet				Alan Richards, Executive Director (Environment & Place)
18 Nov 2024	Notice of Motion - Council Tax Scheme for Southend's Special Constables	Cabinet				Alan Richards, Executive Director (Environment & Place)
18 Nov 2024	Financial Performance Report for September 2024 (Period 6)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
18 Nov 2024	Treasury Management Report - Mid Year 2024/25	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
18 Nov 2024	Domestic Abuse Essex Wide Contract (to include Southend-on-Sea)	Cabinet	Part exempt			Tracy Harris, Head of Communities

7 Nov 2024 18 Nov 2024	Revised Shareholder Agreement	Policy and Resources Scrutiny Committee Cabinet				Claire Shuter, Executive Director (Strategy & Change)
18 Nov 2024	Refreshed Risk Management Process & Updated Corporate Risk Register	Cabinet				Suzanne Newman, Head of Corporate Strategy
18 Nov 2024	Southend-on-Sea Council Corporate Performance Report - Quarter 2	Cabinet				Claire Shuter, Executive Director (Strategy & Change)
18 Nov 2024	Extension of Contract for Provision of Southend Sexual Health Services	Cabinet				Mark Harvey, Executive Director (Adults & Communities)
18 Nov 2024	Framework for Supply and Installation of Home Adaptations	Cabinet				Stephan Liebrecht, Director of Adult Social Care Operations
18 Nov 2024	Adoption of Gambling Policy	Cabinet				Elizabeth Georgeou, Head of Regulatory Services
18 Nov 2024	Adoption of Licensing Policy	Cabinet				Elizabeth Georgeou, Head of Regulatory Services
9 Jan 2025	Financial Performance Report for November 2024 (Period 8)	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

9 Jan 2025	Council Tax Base and Non Domestic Rating Base 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
9 Jan 2025	Draft Housing Revenue Account Budget 2025/26 and Rent Setting	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
9 Jan 2025	Draft Budget Proposals - 2025/26 to 2029/30	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
9 Jan 2025	Debt Management - Position to 30 November 2024	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
9 Jan 2025	Councillor ICT Policy	Cabinet				Carol Thomas, Director of Digital & ICT
11 Feb 2025	Treasury Management Policy 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Feb 2025	Housing Revenue Account (HRA) Budget and Rent Setting Report 2025/26	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
11 Feb 2025	Budget Proposals - 2025/26 to 2029/30	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)

3 Mar 2025	South East Local Enterprise Partnership (SELEP) Succession arrangements for Greater Essex and Southend	Cabinet				Alan Richards, Executive Director (Environment & Place)
3 Mar 2025	Treasury Management Report - Quarter Three 2024/25	Cabinet			All Wards	Joe Chesterton, Executive Director (Finance & Resources)
3 Mar 2025	Southend-on-Sea Council Corporate Performance Report - Quarter 3	Cabinet				Claire Shuter, Executive Director (Strategy & Change)
3 Mar 2025	Local Plan - Preferred Approach Consultation	Cabinet				Kevin Waters, Director of Planning and Economy
3 Mar 2025	Resources and Recycling Strategy	Cabinet				Jo Gay, Head of Environment
3 Mar 2025	Southend City Council SEND Home to School Travel Assistance Policy	Cabinet				Liz Hunt, Director of Education, Inclusion & Early Years
	Chichester Avenue Tree and Proposal to Remove Right Turn into Tylers Avenue	Cabinet				Richard Lumley, Director of Infrastructure & Environment

	Delivery of Parking Services	Cabinet	Part exempt			Richard Lumley, Director of Infrastructure & Environment
	Contract Extension for Agency & Permanent Resourcing (HAYS)	Cabinet				Sue Putt, Head of People & Organisation
23 Oct 2024	Blenheim School Autism Resource Base - Approval to Appoint Main Contractor The appointment of main contractor to undertake the construction of an Autism Resource Base at Blenheim Primary School following a tender exercise undertaken in accordance with Public Contract Regulations 2015.	Children's Services, Education & Learning Cabinet Member for Finance, Assets, and Investments				Mark Murphy, Head of Property and Estate Management

4 Nov 2024	Property Insurance Tender To add the provision of Property Insurance Services to the Council's 2024/25 Annual Procurement Plan and take forward the tendering of the new Property Insurance Programme via a Lloyd's of London broker to ensure that all possible markets are approached and engaged and that the tender is taken forward in accordance with the Public Contracts Regulations.	Cabinet Member for Finance, Assets, and Investments				Joe Chesterton, Executive Director (Finance & Resources)
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